



# INDIANA BOARD OF ACCOUNTANCY

# REGISTER YOUR INDIANA PROFESSIONAL CORPORATION

## Contents

Instructions .....	2
Quick Steps .....	2
Visual Guide to the Application Process .....	3
License Express .....	4
Services Online .....	4
Access Your License Information Online .....	4
Services That Are Not Available Online .....	4
Completing Your Application .....	5
Your Resources .....	6
State Board of Accountancy .....	6
CPA Membership Organizations .....	6

NOTICE: This packet incorporates the most recent revisions of statutes and administrative rules governing the accountancy profession, as of January 1, 2013. Note that the statutes and rules incorporated in the packet are not an official version of the Indiana Code. It is distributed as a general guide to individuals in the accountancy profession regulated by the Indiana Board of Accountancy and the Indiana Professional Licensing Agency. It is not intended to be offered as legal advice, and it may contain typographical errors. The Indiana Board of Accountancy and the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, contact your nearest public library or visit the website of the Indiana General Assembly at [www.in.gov/legislative](http://www.in.gov/legislative).



## Instructions

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*The packet has been prepared for you if you are registering your Professional Corporation in the State of Indiana.*

### Quick Steps

1. Forms you must complete (Download from our website):  
✓ **Application for Registration for an Accounting Professional Corporation –**  
State Form 10555 - 2 pages

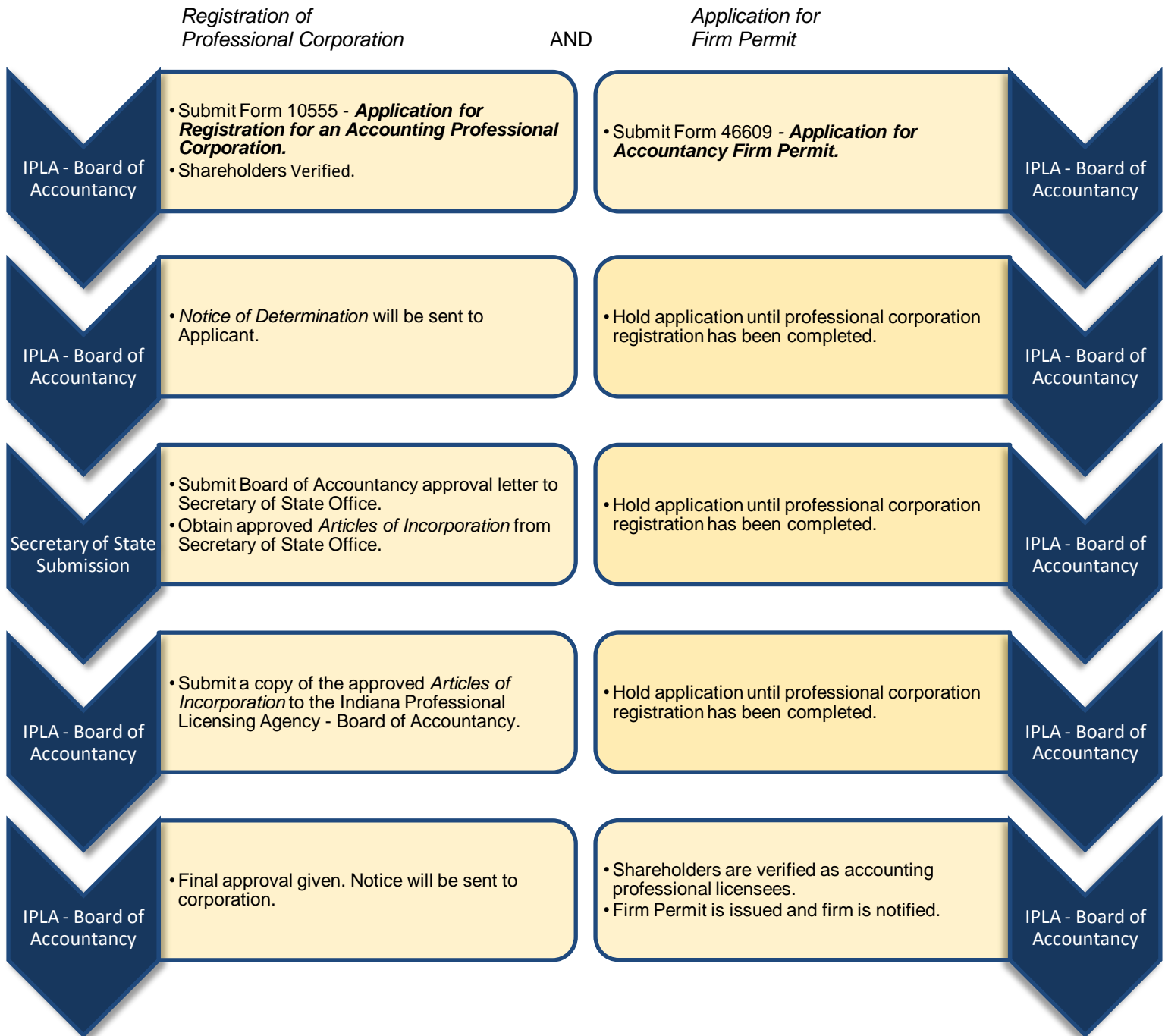
2. Fee:  
Issuance Fee: \$25.00  
Renewal Fee: \$20.00

3. Mail: Completed Forms to:  
  
**Indiana Professional Licensing Agency**  
Attn: Indiana Board of Accountancy  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204-2700

*Note: To be approved as a Professional Corporation, all directors and officers, except for the secretary and treasurer, and shareholders must be licensed in Indiana or another state. Please indicate on the application if you will be the sole director, shareholder, and officer.*



## Visual Guide to the Application Process





## License Express

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### Services Online

**Learn, Renew, Update and Order!** [in.gov/pla/license.htm](http://in.gov/pla/license.htm)

*License express can be found on the left top column of almost all pages within the PLA website.*

Learn Your Profession Corporation Number:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Free Search & Verify**

[mylicense.in.gov/everification/Search.aspx](http://mylicense.in.gov/everification/Search.aspx)

Update Your Information:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Renew License and Update Address**

[mylicense.in.gov/egov](http://mylicense.in.gov/egov)

Renew Your License:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Renew License and Update Address**

[mylicense.in.gov/egov](http://mylicense.in.gov/egov)

### Access Your License Information Online

*License #:*

This is your entire license number (include letters and numbers).

*Password:*

This is your entire license number again.

### Services That Are Not Available Online

- ✓ Change Name: Submit legal document, such as your Articles of Incorporation, showing change of name to: [pla14@pla.in.gov](mailto:pla14@pla.in.gov)



## Completing Your Application

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- This cannot be completed online.
- You may use the **Auto Fill Feature** within the application PDF to assure that your information is easy to read. The auto fill feature allows you to click onto the spaces that need filled in and type the information. Once completed, you can print and sign.
- If you choose to download the form and complete, be sure that you print clearly.

### [Application for Registration for an Accounting Professional Corporation- State Form 10555 - 2 pages](#)

- If you are applying for the first time, you may not have a Firm License Number yet. You may indicate "TBD" and that number will be assigned by Secretary of State.
- Be sure to fill out ALL questions. If the question does not pertain to your Professional Corporation, enter "N/A" or "none"
- Please be sure to indicate the Secretary and Treasurer on page 2 (they are not required to be licensed.) If you are also serving as the Secretary and/or Treasurer, list yourself.
- Also indicate on the application if you will be the sole director, shareholder, and officer



## Your Resources

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### State Board of Accountancy

Email: [pla14@pla.in.gov](mailto:pla14@pla.in.gov)

Phone: (317) 234-8800

Mail: Indiana Professional Licensing Agency  
Attn: Board of Accountancy  
402 W Washington Street, Room W 072  
Indianapolis, Indiana 46204

### CPA Membership Organizations

*Note: All organizations listed are separate entities from the Indiana Board of Accountancy Professional Licensing Agency. Memberships and fees are unrelated to the State Licenses, Registrations and Permits.*



Website: [INCPAS.org](http://INCPAS.org)

Phone: [317] 726-5000

Toll Free: [800] 272-2054

Email: [info@incpas.org](mailto:info@incpas.org)

Mail: Indiana CPA Society  
8250 Woodfield Crossing Blvd #100  
Indianapolis, Indiana 46240-4348



Website: [Nasba.org](http://Nasba.org)

Phone: 866-MY-NASBA

Email: [cbtcpa@nasba.org](mailto:cbtcpa@nasba.org)

Mail: 150 Fourth Ave.  
North Ste. 700  
Nashville, Tennessee 37219-2417



Website: [AICPA.org](http://AICPA.org)

Phone: 888.777.7077

Email: [service@aicpa.org](mailto:service@aicpa.org)

Mail: American Institute of CPAs  
220 Leigh Farm Road  
Durham, North Carolina 27707-8110